

MEMORANDUM

29 April 1947

25X1A8B TO : Chief, [] Branch

THRU : Assistant Director for Operations

FROM : Executive for P & A

SUBJECT: Procedure Governing Local Travel in []

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In order to facilitate the operations of your [] Office 25X1A6A and in accordance with the request received from the Executive Officer of your Branch, it is desired to outline procedures and regulations which are to govern local travel performed in and around [] 25X1A6A where regular travel authorizations need not be requested and prepared.

It will be permissible for officials of the [] Office 25X1A6A to perform official travel to points not exceeding 40 miles from the center of [] without the use of written travel authorizations normally required by Standard Government Travel Regulations. Under this system, transportation tickets, tokens or passes should be procured in bulk through the medium of purchase orders issued by the [] Services Division, based on requisitions forwarded from the [] Branch. These fares are applicable to travel within the corporate limits of the official station [] thereof which are 25X1A6A served by the local transportation companies as distinguished from those companies which may be in a position to provide transportation beyond the corporate limits on the basis of tickets procured by the use of cash or government transportation requests. In those instances where the charge is \$1.00 or more, transportation requests should be issued instead of using personal cash on a reimbursement basis unless the use of such requests are impracticable or undesirable for security reasons. In these cases, the traveler should make on his reimbursement voucher, Standard Form 1012, to be submitted at the close of each month, a statement reading substantially as follows:

"I certify the use of a U.S. Government Transportation Request between [] and [] was impracticable under the circumstances and/or security considerations would not permit identification with CIO. Consequently cash fare was paid. Receipts are attached."

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Class Changed To: TS S C
Auth: HH 10-2
Date: NOV 2 1978 By: 002

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All Standard Forms 1012 covering reimbursement for local travel shall contain the following certificate signed by the employee:

"I certify that charges listed herein were occasioned exclusively in the conduct of local official business and no charge has been included for transportation between places of lodging and/or where meals were taken and points of duty. All amounts claimed represent personal expenditures for cash fares and do not include points between which official travel was performed by the use of tokens or passes secured through regular government channels."

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When accounts covering procurement of tickets, tokens or passes are received in the [] the designated controlling official shall before forwarding the account to Washington, D. C. for payment, place the following certificate on the original and one copy of each invoice or voucher (Standard Form 1034):

"I certify the transportation units covered by this account were purchased in the Government interest and are necessary for issuance to CIG employees in the conduct of local official business. A control has been established to insure proper accountability and use only in connection with official business."

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Supplementary instructions, together with suggested forms, will be furnished by the Chief, [] to provide for the forwarding to Washington [] immediately after the close of each calendar month, all appropriate records for audit. The individual standard forms 1012 submitted at the close of each month covering cash expenditures made by individual travelers shall be approved by the Chief or Acting Chief of the [] in the space provided therefor on the face of the voucher form. The accounts shall then be submitted to the [] for audit and payment.

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It is requested that the Chief, [] Branch designate in writing the official in the [] Office who will be the controlling (administrative) official for the purpose of approving and coordinating all vouchers submitted for payment (either on a reimbursable or direct basis) for the procurement of tickets, tokens or passes for local travel. This official will be responsible for requisitioning and administratively controlling the supply of transportation units, the maintenance of accountability records, etc. A certified copy of such designation should be forwarded to the Chief, [] Finance Division, and the Chief, [] Services Division.

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A copy of this memorandum, together with any necessary supplementary instructions or advice, should be furnished the designee with the letter of designation. Particular emphasis is directed to the need for obtaining prior written authorization in accordance with established procedure for any travel which extends beyond the limits specified herein for local travel. All travel which may result in a claim for per diem allowances must be authorized in writing in advance.

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Colonel, AGD
Executive for Personnel
and Administration

c.c.

Chief, Finance Division

Chief,

Chief, Services Division

Chief, 25X1A8b Executive Officer,

WHH - Chrono

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Central Records - 2

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